



CITY OF HOUSTON

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Mayor

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Date: November 5, 2013
Subject: Letter of Clarification No. 3
Automotive, Ford Motor Car/Light Truck Replacement Parts & Repair Services for Various Departments
Reference: Invitation to Bid (ITB) No.: S06-S24647
To All Prospective Bidders:

This Letter of Clarification is issued for the following reason:

- To answer the following question:

Question: "In regards to price cd's, Ford only issues one original for us to generate copies from. The City of Houston would not be the only Contract or bid that requires cd's, and it would only seem right to make future copies from the original. Will it still be satisfactory to purely use copies for price adjustments? And how often will price adjustments be allowed? The previous contract was every 6 months even though Ford issues new prices every four months. Blue Diamond no longer issues cd's at all. I download the prices then make copies from that, so there is no "original cd to send?"

Answer: a. "Refer to Section C General Terms and Conditions: "Provision 5.0 Price Lists (Item Nos. 1 Thru 2) Subprovision 5.3 Page 13 of 22 which states; Original, unaltered, manufactured' price lists and revisions are requested. If all original cannot be obtained, at least one (1) original plus photocopies of the original price list may be furnished provided each photocopy is certified as a true and accurate unaltered reproduction of original." Each reproduced price list must have a notarized signature of authority that is certifying on the face thereof the copy is a true and accurate unaltered reproduction of the original.

b. "Refer to Section A: Technical Specifications, Provision 16.0 Price Adjustment, Subprovision 16.2 which states, "The price list(s) submitted with the bid will be in effect from the date bids are received and opened by the City Secretary. A price list substitution may be made any time after award by City Council."

c. In regards to Blue Diamond pricing, please refer to answer a.

This Letter of Clarification will be considered part of the solicitation listed above. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s).

Furthermore, it is the responsibility of each Supplier to obtain any previous Letter(s) of Clarification associated with this solicitation.

A handwritten signature in black ink, reading "Tywana L. Rhone".

Tywana L. Rhone
Purchasing Manager
Strategic Purchasing Division
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CDW/DRH/TLR